EMPLOYMENT OF SUBSTITUTE TEACHERS AND SUBSTITUTE SUPPORT STAFF

I. The Superintendent may employ, on a day-to-day basis, qualified substitutes for employees temporarily absent from their duties. No person engaged in such temporary service may claim the rights, entitlements, or benefits of a full-time employee. Substitutes, and part-time employees shall be subject to the policies of the board and to the regulations and procedures of the Clark County School District.

II. Assignment: Substitute Teachers And Substitute Support Staff

A. Applicants who wish to be considered for day-to-day substitute assignments must be able to obtain the appropriate license or endorsement issued by the Nevada Department of Education (as appropriate), and must complete the application process as provided for by the Human Resources Division.

III. Successful substitute applicants are placed on an availability list.

IV. Substitutes may be employed on a day-to-day basis when requested by the district. They may be terminated or deleted from the availability list at any time, for any reason, at the discretion of the Human Resources Division.

V. Short-term substitute teachers who are needed on a day-to-day basis in a school for the same teacher for a period not to exceed ten consecutive days will be requested from and assigned by Substitute Services personnel.

VI. Long-term substitute teachers who are needed for more than ten consecutive days in a school for the same teacher or vacancy must be requested through the appropriate Human Resources Division administrator. The Human Resources Division administrator will work cooperatively with the school administrator to identify and assign a substitute teacher who currently is or is qualified to be licensed as a classroom teacher by the State of Nevada. In the event that a substitute teacher with the above-mentioned qualifications cannot be identified to the school administrator's satisfaction for a long-term teacher absence, the school administrator may request that an individual who is licensed only as a substitute teacher be assigned. Such an assignment must have the approval of the appropriate Human Resources Division administrator.
A substitute teacher, who currently is or is qualified to be licensed as a classroom teacher by the State of Nevada must be selected for a vacancy unless the site administrator or Human Resources Division administrator can demonstrate one is not available. In this case, the assignment of an individual who is licensed only as a substitute teacher must have the approval of the appropriate Human Resources Division administrator.

VII. A substitute teacher may substitute for a teacher for the entire period of the teacher’s absence. A substitute teacher may fill a vacant position for a period of sixty (60) days. An extension of thirty (30) days beyond the sixty (60) days may be requested of the State Superintendent of Public Instruction by Substitute Services personnel.

VIII. Substitute teachers and substitute support staff do not receive any rights or benefits granted regular employees and will be compensated at the prevailing substitute rate of pay.

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